

HEIID:U-0276

Name of HEI: Jiwaji University, Gwalior

Type of HEI: State

Annual Report

OF

**CENTRE FOR INTERNAL QUALITY ASSURANCE
(CIQA)**

PROGRAMMES UNDER

OPEN AND DISTANCE LEARNING MODE

2024-25

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Part-I: General Information**1.1 Date of notification of the Centre(attach a copy of the notification):**

Uploaded

1.2 Details of Director, CIQA

- Name: Prof. Hemant Sharma
- Qualification: Library Science
- Appointment Letter and Joining Report :
(As In charge Director joined on 9.5.22since no Regular Director appointed)

1.3 Details of CIQA Committee:**a. Composition as per Regulations**

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Dr. Rajkumar Acharya	Commerce	19-03-2025
b.	Three Senior teachers of HEI	Member1	Prof. Vivek Bapat	Social Work	19-03-2025
		Member2	Prof. S.D. Sisodiya	History	19-03-2025
		Member3	Prof. J.N. Gautam	Library Science	19-03-2025
c.	Head of three Departments or School of Studies from which Programme is being Offered in ODL and Online mode	Member4	Prof. Hemant Sharma	Library Science	19-03-2025
		Member5	Prof. S.N. Mohapatra	Geology	19-03-2025
		Member6	Prof. Manoj Sharma	Pharmacy	19-03-2025
d.	Two External Experts of ODL and/or Online Education	Member7	Prof. M.P. Singh	Library Science	19-03-2025
		Member8	Prof. R. Thapak	Hindi	19-03-2025

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e.	Officials from Departments of HEI	Member9 Administration	Dr. Rajeev Mishra, Controller Exam	Dy. Registrar & Controller Exam	19-03-2025
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S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	- Administration - Finance				
f.	Director, CIQA	Member Secretary	Prof. Hemant Shama	Library Science	19-03-2025

b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)

If No, reason thereof

Yes

1.4 Number of meetings held and its approval:

a. No. of meetings held every year: 02

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	21-03-2025	02*	uploaded	uploaded
Meeting 2	14-07-2025	02*	uploaded	uploaded

- *The external experts were informed telephonically about the proceedings of the meeting

1.5 Number of programmes started at Certificate level as per Regulation 24 of UGC (ODL Programmes and Online Programmes) Regulations, 2020:

From <Month, Year> academic session: **NA**

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total

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Not for Private University*Note: Mention details separately for <Month, Year> academic session, as applicable, as above.****1.6 Number of programmes started at Diploma level as per Regulation 24 of UGC (ODL Programmes and Online Programmes) Regulations, 2020:**From <Month, Year> academic session: **NA**

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	No. of Learner Support Centre Operationalized as per territorial jurisdiction */Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	TG	Total

Not for Private University*Note: Mention details separately for <Month, Year> academic session, as applicable, as above.****1.7 Number of programmes started at Post Graduate Diploma level as per Commission Order: NA**From <Month, Year> academic session: **TO BE EXTRACTED FROM WEB PORTAL**

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction */Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.											

Not for Private University*Note: Mention details separately for <Month, Year> academic session, as applicable, as above.****1.8 Number of programmes started at Under graduate Degree Programmes as per Commission Order:**From <Month, Year> academic session: **2024-25 starting from July 2024**

Sr. No.	Under-Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and	No. of Learner Support Centre Operationalized As per territorial	Number of students admitted (Male/Female/Trans-gender)

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						date	jurisdiction*/Off Campus	M	F	TG	Total
1.	B.A.	3 Year		12 th	3000/-	F.No.21-37/2020 (DEB-I)		11	07		18
2.	B.Com	3 Yea		12 th	3000/-	F.No.21-37/2020(DEB-I)		Nil	Nil		

***Not for Private University**

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:

Academic session: 2024-25 starting from July 2024

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	M.A. Geography	2 Year		Graduation	4500/-	-F.No.21-37/2020(DEB-I)	NIL	02	01		03
2.	M.A. History	2 Year		Graduation	4500/-	-F.No.21-37/2020(DEB-I)	NIL	06	03		09
3.	M.A. Drawing & Painting	2Year		Graduation	10,000 /	-F.No.21-37/2020(DEB-I)	NIL	27	37		64
4.	M.A. Com	2 Year		B.Com	4500/-	-F.No.21-37/2020(DEB-I)	NIL	02	02		04
5.	M.Lib.	1Year		B.Lib	10,000 /	-F.No.21-37/2020(DEB-I)	NIL	12	01		13

***NotforPrivateUniversity**

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning

2.1 Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500words)	Upload Relevant Document
1.	Quality maintained in the services Provided to the learners	By imparting Academic process : Such as assignment submission, assessment Continuous Monitoring Evaluation: Evaluation as per the guidelines under UGC 2020 regulations and university rule.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	Apart from the CIQA committee observations the assessment and evaluation are the integral part of the quality improvement system of the HEI. Additionally the academic audit and feedback from students also included in the process.	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should Maintain quality	The key areas are : Conductance of Classes Examination system Lecture videos notes Quality of assessments	

4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode(For Dual Mode HEIs)	The curriculum , examination system and the degrees are at par with the conventional mode programme Seminars workshops special lectures were organized All course curriculum are implemented through Board of Studies and as per the NEP 2020	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers ,and Government for quality improvement.	Offline feedback mechanism Constant interactions with all stakeholders to improve the quality of education. Whatsapp group for the students to communicate with the staff and Director	

6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Permanent faculty in the institution Faculty development opportunity Appointment of Counselors Upgrading the LMS	
7.	Implementation of its recommendations through periodic reviews	Regular meetings of the teachers with director and Deputy director were held to discuss how to implement the recommendations	
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	Guest lectures and seminars were organized regularly to disseminate the knowledge to all students. The class lecture notes were distributed among the students.	
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	Availability of online library resources to the students through Jiwaji university central library facility Access to various reputed journals and eBooks, Student Grievance redressal system has been developed as per the guidelines	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	The complete record and data in terms of statistics have been maintained through regulatory bodies of the university	

11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control Over the programme	The Programme Project Report (PPR) is updated in accordance with the norms of the regulatory authority	
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12.	Mechanism to ensure the proper implementation of Programme Project Reports	In general the expert of the subject prepares the PPR as per the UGC regulation 2020 which is also reviewed by director.	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	Yes Relevant records have been maintained and documented	
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Yes The PPR of the subject concerned has been prepared and the learning outcome has been given emphasis based on the job market and skill enhancement of the students	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Yes Online availability of journals Faculty provided articles and lecture pdfs Throughout year availability of prospectus of the courses	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body For accreditation such as NAAC etc.	Yes CIQA provides the support assistance to the University IQAC for the accreditation from a designated body such as NAAC	
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	Yes Quality enhancement is a continuous process, hence, CIQA with the IQAC together works towards realization of the goals of quality enhancement	

18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality Related initiatives or guidelines	Yes CIQA committee has been constituted as per UGC Regulations, comprising teachers, academics, administrators, students, employers /industrialists to be chaired by the Vice Chancellor. PPR approved by CIQA are based on the structure defined as per UGC guidelines.	
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19.	Information obtained from other Higher Educational Institutions on various quality bench marks or parameters and best practices.	Yes	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Yes CIQA records its activities in the form of an Annual report	
21.	Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each Academic session.	No	
	(a) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution Annually to the Commission.	No	
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	Yes CIQA committee, which was formed by the Vice chancellor. The committee met twice during the academic year 2024-2025 to oversee CIQA's operations.	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance Learning decided by the statutory bodies of the HEI for its different Academic programmes	Yes Internal CIQA members hold several meetings time to time and discuss about the the adoption and implementation of various Instructional design methodologies as decided by the Statutory bodies	

24.	Promoted automation of learner support services of the Higher Educational Institution	Yes The CIQA committee of the HEI plays an important role in promoting the automation of learner support services. The automation features in the learning support services like admission, fee deposit etc.	
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	Yes External subject experts are involved in academic activities.	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Yes The CIQA committee of the HEI ensures coordination with third party auditing bodies for quality audit of the programme	
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Yes The CIQA committee of the HEI is responsible for overseeing the preparation of Self-Appraisal Report which is submitted in Assessment and Accreditation agencies.	
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein	CIQA has taken steps to promote collaboration, quality enhancement, and student support in various aspects of education. To further promote aptitude among the students, the detailed guidelines to dissertation, project work etc. was initiated. The collaboration between administrative staff and students'	

		needs a holistic approach to student support services.	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Yes There is a Placement cell in the university that regularly conducts various events for students.	

2.2 Compliance of Quality Monitoring Mechanism – As per Annexure–I (Part V (2)) of UGC(ODL Programmes and Online Programmes) Regulations, 2020:

Sr.No.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document

1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	Yes a. Organisation Structure and Governance The Institute is governed by UGC, DEB and JU rules and regulations. b. Management The institute is headed and looking after by a Director who is among one of the senior Professor of Jiwaji University. c. Strategic planning The HEI undertakes strategic planning of its activities and implement the same. d. Operational Plan, Goals and Policies The HEI has well defined realistic and measurable goals, policies and plans that are well implemented and well communicated to its stakeholders.	
2.	Articulation of Higher Educational Institution Objectives	The HEI has a clear vision, mission and strategy which are consistent with the goals of offering ODL programs	
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	HEI adopted the following for the program development and approval processes. a) Curriculum Planning, Design and Development- As per the rules time to time b) Curriculum Implementation- The HEI has implemented the curriculum for the effectiveness of the programme(s)	

		c. Academic Flexibility- Proper strategies has been adopted for imparting academic flexibility. d. Learning Resource- Students have been provided learning resources by the contact class teachers and the Central library Jiwaji University, Gwalior f. Feedback System Yes	
4.	Programme Monitoring and Review	Yes	
5.	Infrastructure Resources	Yes Use of e-library ICTE facility	
6.	Learning Environment and Learner Support	Yes ICTE facility	
7.	Assessment and Evaluation	Yes Evaluation through various assessment project reports, presentation and term end examinations. There is proper mechanism to evaluate the assessments	
8.	Teaching Quality and Staff Development	Since there is no permanent teacher recruited. The contact classes have been organized for limited days to provide the students lecture notes pdfs etc.	

2.3 Compliance of Process of Internal Quality Audit-As per Annexure-I(PartV (3))of UGC(ODL Programmes and OnlineProgrammes)Regulations,2020:

SrNo.	Provisions in Regulations	Action taken in respect of ODL	Upload relevant document

1.	Academic Planning	Yes	
2.	Validation	Yes Validation is ensured through the Board of Studies and CIQA Committee	
3.	Monitoring, Evaluation and Enhancement Plans	Yes	
	a. Reports from Learner Support Centres (for Open and Distance Learning programmes)	The examination for is conducted by the controller of examination (COE) JU.	
	b. Reports from Examination Centres	All the students enrolled under Distance Education allotted examination centre in the University. The examination is conducted under the supervision of staff appointed by , JU. The teams of flying squads are also constituted by the university in order to monitor proper functioning and ensure the fairness at the examination center. These teams further submit their reports to the CE.	
	c. External Auditor or other External Agencies report		
	d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels		
	e. Reporting and Analytics by the Higher Educational Institution		
	f. Periodic Review		

Part-III: Human Resources and Infrastructural Requirements

3.1 Name and details of Director of Centre for Distance and Online Education (Dual Mode University)-Regular, fulltime, at least Associate Professor

There is no regular full time appointed Director in the Institute of Distance Education However Prof. Hemant Sharma of SOS in Library & Information Science has been looking after the institute as Director with Due approval of Vice Chancellor Jiwaji University,

Or

Name and details of Head for each school(for Open University)-Fulltime NA
dedicated, not below the rank of an Associate Professor

Mention details such as Regular Employee, Designation, Qualification, Salary
(Attach appointment letter and joining report)

3.2 Compliance status of Human Resource and Infrastructural Requirements”– As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

Insert Box

Programmes Name	No.ofFaculty required	No.ofFaculty appointed	Complied Yes/No	If no. reason thereof
UG	02	Nil	Nil	
PG	02	Nil	Nil	
PGD	02	Nil	Nil	

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S. No.	Programme Name	No.ofFull time- Dedicated Facultyfor ODL	Names	Designati on	Qualificati on	Experi ence	Type (Regular/ Contract) Withgross salary/	Dateof joining programme andJoining report
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							month	
							Type	Gross salary/month
							Contract period	
								Upload pdf

3.3 Details of Administrative staff

Number of Administrative staff available exclusively for ODL programmes at HQ & at LSCs

Admin Staff	Required (up to 5,000 students)	Available
Deputy Registrar	1	Nil
Assistant Registrar	1	Nil
Section Officer	1	Nil
Assistants	3 (2 for DM Universities)	Nil
Computer Operator	2	Nil
Multi-Tasking Staff	2	Nil

(Attach duly attested photocopy of appointment letter with salary details)

Note:

1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; no through any Learner Support Centre.

Part-IV: Examinations

4.1 Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination Superintendents ,as observers etc	Yes	
3.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any Private organisations or unapproved Higher Educational Institutions.	Yes	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No	IfNo, Reason thereof
5.	The number of examination centres in a city or State must be proportion ate to the student enrolment from the region	Yes	
6.	Building and grounds of the examination centre Must be clean and in good condition.	Yes	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	Yes	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and Clear of obstructions	Yes	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and Clean drinking water facilities	Yes	
10.	Safety and security of the examination centre Must been sured	Yes	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items ,and in Working order	Yes	
12.	Provision of drinking water must be made for Learners	Yes	
13.	Adequate parking must be available near t he Examination centre	Yes	
14.	Facilities for Persons with Disabilities should be available	Yes	

4.2 Compliance status of 'Evaluation' and 'Certification' – As per Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and Their certification.	https://jiwaji.edu/information-corner/distance-education	
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) the Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each	Yes https://jiwaji.edu/information-corner/distance-education	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution		
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Yes https://jiwaji.edu/information-corner/distance-education	
5.	The weightage for different components of assessments for Open and Distance Learning mode shall be as under: (i) Continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Upload sample question paper	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Yes	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes ,Upload relevant document	If No, Reason thereof
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Upload sample	
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.	Upload Process	
9.	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	Upload list	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes	
	(b)Availability of biometric system	No	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes ,Upload relevant document	If No, Reason thereof
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners	No	
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular in charge of examination centre to the Higher Education al Institution	Yes	
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Upload Sample and list	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes Upload details of Observer assigned	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes Upload Observer Report	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted	NA	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes ,Upload relevant document	If No, Reason thereof
	through proctored examination (pen-paper or online or computer basedtesting) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.		
	(b)The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes	
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s),State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	Yes	
15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations	NA	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes	
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning shall be assigned a unique identification number and shall have - Photograph - Aadhaar number or other government recognised identifier or Passport number, as applicable, - Other relevant details of the learner Along with the Programme name. (b) Each award shall also be uploaded on The National Academic Depository	Upload samples	
18.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Learner Support Centres (only for Open and Distance Learning); (v) Name and address of	Upload samples	

S.No.	Provisions in Regulations	Whether complied Yes/No If es ,Upload relevant document	If No, Reason thereof
	All Examination Centres	Yes	

4.3 Whether any examination held through online mode.NO Only Physical Mode/Offline

If yes, provide details regarding technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination

INSERTTEXTBOX

4.4 Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students admitted	No. of students Appeared in exams	No. of students Progressed to next year	% of students passed	% of students Passed in first class
July-24 March-25	B.A. Ist year	18	18	10	70	100
	M.A. Geography Previous	02	02	01	50	01
	M.A. History Previous	09	09	09	100	100
	M.A. Drawing & Painting Previous	64	64	53	90	90
	M.Com Previous	04	04	04	100	100
	M.Lib 1year	13	13	06	53	53

Part – V: Programme Project Report (PPR) and Self-Learning Material (SLM)

5.1 Compliance status of Guidelines on Programme Project Report’–As per Annexure-V of UGC(ODL Programmes and Online Programmes)Regulations, 2020

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

PPR's for programs offered are framed as per the UGC prescribed guidelines. These are reviewed by CIQA and final approval is given by the University. They have been used as a complete roadmap for each program, and all functions rely on them to deliver the programmes as per the original plan.

5.2 Compliance status of Quality Assurance Guidelines of Learning Material In Multiple Media And Curriculum And Pedagogy’–As per Annexure-VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.

INSERT TEXTBOX

In order to provide the learning material it has been initiated to prepare the learning materials. but could not be succeeded due to many reasons, however the contact teachers those who have conducted the classes provide notes both in the form of audio visual mode pdfs separately as and when required. Jiwaji University Central library facility also was provided to the students of Institute of Distance Education

Upload sample and authority approval

5.3 Compliance status in respect of Self-Learning Material– As per Annexure - VII of UGC (ODL Programmes and Online Programmes)Regulations, 2020

HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

INSERTTEXTBOX

SLM could not be prepared as per the guideline UGC-DEB, so far. The contact teachers those who have conducted the classes provide notes both in the form of audio visual mode pdfs separately as and when required. Jiwaji University Central library facility also was provided to the students of Institute of Distance Education

However, the CIQA committee has advised to start the process afresh.

Upload samples

Part – VI: Programme Delivery through Learner Support Centre(LSC)

6.1 Details of personal contact programmes implemented:

Please provide information in respect of programmes at UG, PG and PGD Programmes

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
	UG	Presently there is no LSC functioning within the territorial Jurisdiction of HEI Jiwaji University. The ODL mode education is functioning only at the HQ i.e. at Jiwaji University Distance Education Institute, In this Centre total 7 programmes (2UG and 5PG) are running.				
	PG					
	PGD					

6.2 Compliance status of Learner Support Centre'-As per Annexure-VIII of UGC(ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

INSERTTEXTBOX

NA

6.3 LSC wise enrollment details(Not for Private University)

NA

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.										
N.										

Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode at least for seven years. NA

Whether LSC is offering same programme under conventional mode	If Yes ,then years since when being taught in Conventional mode	No. of years	7 years condition complied Yes/No

6.4 Offcampusdetails(ForDeemedtobeUniversity) NA

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published in the Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.							
N.							

6.5 Delivery of Self-Learning Material

Delivery of Self Learning Material to learners for ODL programmes as defined in Annexure-VI and Annexure-VII of Regulations

No not done as per the regulation

SLM could not be prepared as per the guideline UGC-DEB, so far. The contact teachers those who

HEIID:U-0276**Name of HEI: Jiwaji University, Gwalior****Type of HEI: State**

have conducted the classes provide notes both in the form of audio visual mode pdfs separately as and when required. Jiwaji University Central library facility also was provided to the students of Institute of Distance Education

Type	Date of Admission (for July and	Date of delivery SLM	Whether SLM delivered to
------	------------------------------------	-------------------------	-----------------------------

	January)		learners within a fortnight from the date of admission
Printing Material			
Audio-Video Material			
Online Material			
Computer based Material			

6.6 Whether any course in a particular programme was allowed through OER/Massive

Open Online Courses: Y/N NO

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of The Course	No. of Credits assigned to the Course	Percentage of total courses in a particular Programme in a semester wise – programmes wise)

b. Upload approval of statutory authorities of the Higher Educational Institution:

Upload

Part-VII: Self Regulation through disclosures ,declarations and reports

7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020–Self-regulation through disclosures, declarations and reports

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Open and Distance Learning mode	Yes https://jiwaji.edu/information-corner/distance-education	
3.	Copies of the letter of recognition from Commission and other relevant statutory or regulatory authorities	Yes https://jiwaji.edu/information-corner/distance-education	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	Yes https://jiwaji.edu/information-corner/distance-education	
5.	Programme- wise information on syllabus,	Yes	

	suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;	https://jiwaji.edu/information-corner/distance-education	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Yes	
7.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes	
8.	Information regarding all the programmes recognised by the Commission	Yes	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes	
10.	Complete information about 'Self Learning		

	Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;		
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	Yes https://jiwaji.edu/information-corner/distance-education	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	NA	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	NA	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	Yes	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes	

16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Yes	
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Part-VIII: Admission and Fees

8.1 Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provision	Whether being complied Yes/No
1.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved intake in conventional mode and in case of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	NA
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the Enrolment invalid	Yes
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes

4.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
5.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners	Yes
6.	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	Yes
7.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an	Yes

	International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus (print and in-form) containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr.no. '8(a)' to '8(k)' below	
8.(a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and the other terms and conditions of such payment	Yes
8.(b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
8.(c)	The number of seats approved in respect of each Programme of Open and Distance Learning mode,	Yes

	Which shall be in consonance with the resources	
8.(d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where specified by the Higher Educational Institution	Yes
8.(e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8.(f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test	Yes
8.(g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8.(h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
8.(i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes

8.(j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution ,as the case maybe, for every programme of study	Yes
8.(k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned in the Commission Order	Yes
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Open and Distance Learning mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree ,diploma or any other award or Other document deposited with it by a person for the	Yes

	purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher Educational Institution	Yes
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; (b) any information, through advertisement or other wise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorized to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	Yes

HEIID: U-0276

Name of HEI: Jiwaji University, Gwalior

Type of HEI: State

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Part-IX: Grievance Redressal Mechanism

9.1 Compliance status of 'Grievance Redressal Mechanism' – As per Annexure-X of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

The Centre has adopted a well-defined mechanism for handling the grievances of distance learner in accordance with the Jiwaji University policy. A Grievance Committee has been formed with the due approval of the Vice chancellor consisting of the members of the Proctorial Board of JU that aims to resolve the grievances of the distance mode learners.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
Nil	Nil

9.3 Complaint Handling Mechanism

HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per Regulations. Also, mention details of Nodal Officers.

- The distance mode learners directly register their complaint to the Director through the email or send application by post or in person.
- The Director of the Institute of Distance Education tries to redress the grievance at the first instance by involving the concerned branch or person so as to resolve it quickly.
- If the grievance at this level is not resolved, then the same is placed before Grievance Redressal Committee for further necessary action.

9.4 Details of Complaints received from UGC(DEB)

HEIID:U-0276**Name of HEI: Jiwaji University, Gwalior****Type of HEI: State**

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
Nil	Nil	Nil

Part-X: Innovative and Best Practices

10.1 Innovations introduced during academic year

For learners good practices involve maintaining contact with teachers, and diligent study habits. The Centre also encourages excellence through quality education, and use of technological tools

10.2 Best Practices of the HEI

Jiwaji University's best practices include a strong focus on environmental sustainability through energy conservation and a startup policy to foster entrepreneurship.

10.3 Details of Job Fairs conducted by the HEI

The details of job possibilities from placement cell of Jiwaji University are conveyed to the learners time to time.

10.4 Success Stories of students of ODL mode of the HEI

Students from different academic programs run by the centre have succeeded in their careers. Notably, a few of them have switched their previous job and joined teaching, and other organizations.

10.5 Initiatives taken towards conversion of SLM into Regional Languages

The initiative to prepare SLM has been started afresh as mentioned in the earlier section. It is also planned to prepare the SLM in both English and Hindi Language.

10.6 Number of students placed through Campus Placements

No Data is available, However, efforts were made by the Director and IC Placement Cell of JU. Many students were absorbed by different organisations.

10.7 Details of Alumni Cell and its activity

Although there was no activity conducted for the alumni of the Distance Education, However, the Jiwaji University has Central School of Studies alumni association and also the department wise alumni association.

10.8 Any other Information

NA

HEID: U-0276

Name of HEI: Jiwaji University, Gwalior

Type of HEI: State

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

Signature of the Director:

Name:

Seal: Institute of Distance Education
Jiwaji University Gwalior (M.P.)

Date:

7/11/21

Signature of the Registrar:

Name:

Seal: Registrar
Jiwaji University
Gwalior (M.P.)

Date:

Note: Kindly take the print out of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

Recognition under 2f and 12B from UGC

संयुक्त सचिव
Joint Secretary

विश्वविद्यालय अनुदान आयोग
कक्षा ३२, २०२० मार्ग, नई दिल्ली - ११० ०४७
UNIVERSITY GRANTS COMMISSION
Bhambha Chak, Zakhu Marg, New Delhi-110 007
E-mail: ugc@ugc.gov.in

25 April 2013

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As you are aware during the Fall 2010 NJPBA election, NJC has requested the NJPBA Chair to not hire, hire, or rehire any of the NJPBA members. Now, the matter was referred to the Commission to decide whether to hire, hire, or rehire any of the NJPBA members. Based on the availability of funds from NJC or other, Commission will not hire, hire, or rehire any of the NJPBA members in respect of your University unless you can, NJC, or other, provide sufficient financial support to hire, hire, or rehire any of the NJPBA members, including the amount for the NJC's contribution.

An actual good directly related to the community, such as a school or hospital, is established according to the 21 Plan there will be a request signed for a good or service. The 21 Plan Participation Agreement is a reference to the community.

- [illegible]

Department of Distance Education
 Saint Mary's College

जीवाजी विश्वविद्यालय, ग्वालियर

क्रमांक : एफ/प्रशा/स्था/2022/5394

दिनांक 09/05/2022

// कार्यालयीन आदेश //

माननीय कुलपति जी के आदेशानुसार प्रो० हेमन्त शर्मा, प्राध्यापक, पुस्तकालय एवं सूचना विज्ञान अध्ययनशाला को दूरस्थ शिक्षण संस्थान का निदेशक नियुक्त किया जाता है।

उक्त आदेश तत्काल प्रभाव से लागू होगा।

आदेशानुसार


कुलसचिव

प्रति,

प्रो० हेमन्त शर्मा,
प्राध्यापक,
पुस्तकालय एवं सूचना विज्ञान अध्ययनशाला,
जीवाजी विश्वविद्यालय, ग्वालियर।

प्रतिलिपि :-

1. रावस्तर निभानाथ/राजन्वयक/निदेशक, अध्ययनशाला, जीवाजी विश्वविद्यालय, ग्वालियर।
2. विनयप्रकाश, पुस्तकालय एवं सूचना विज्ञान अध्ययनशाला, जीवाजी विश्वविद्यालय, ग्वालियर।
3. वित्त नियंत्रक जीवाजी विश्वविद्यालय, ग्वालियर।
4. समस्त अधिकारी, जीवाजी विश्वविद्यालय, ग्वालियर।
5. सहाय/उप-कुलसचिव (प्रशासन), जीवाजी विश्वविद्यालय, ग्वालियर।
6. कुलपति के सचिव, जीवाजी विश्वविद्यालय, ग्वालियर।
7. कुलसचिव के निजी सहायक, जीवाजी विश्वविद्यालय, ग्वालियर।


उप-कुलसचिव (प्रशासन)

Je

To,
The Registrar,
Jiwaji University, Gwalior-(M.P.)

Subject: Joining Report SOS: Library and
Information Science.

Sir ,

This is to bring to your kind note that as per
official order of the University, I have joined
School of Studies in Library and Information Sci-
ence of your University to-day the 13th June, 1994.

This is for your kind information and necessary
action .

Thanking you.

Yours very truly,

Dt.: 13.6.94

Hemant Sharma
(Dr. Hemant Sharma)
13/6/94

*Recd
13/6/94*

Forwarded
13/6/94
University Librarian & Head
School of Studies in Library & Information Science
JIWAJI UNIVERSITY, GWALIOR

जीवाजी विश्वविद्यालय, ग्वालियर

क्रमांक प्रशा० शिक्षा का ६४। २३०७

दिनांक- 13.6.1994

कार्यालयीन आदेश

मध्यप्रदेश विश्वविद्यालय अधिनियम १९७३ की धारा ४६ के प्रावधानानुसार गठित चयन समिति की अनुशंसा स्वीकार करते हुए विश्वविद्यालय की कार्यपरिषद के निर्णय दिनांक १३-६-१९९४ के अनुसार डा० हेमन्त शर्मा को पुस्तकालय एवं सूचना विज्ञान विभाग में लेक्चरर के पद पर वेतनमान रुपये २२००-७५-२५००-१००-४००० में मूल वेतन २२००-०० रुपये ^{प्रति}स्थायी रूप से नियुक्त किया जाता है। पद के स्थाई होने की संभावना है।

उन्हें वेतन के अतिरिक्त विश्वविद्यालय द्वारा समय समय पर स्वीकृत मंहगाई भत्ता तथा अन्य भत्ते देय होंगे तथा उन्हें पेंशन एवं ग्रेजुएटी का लाभ भी प्राप्त होगा। वे विश्वविद्यालय के परिनियम क्रमांक ३१ तथा अव्यादेश क्रमांक ४ तथा समय समय पर बनाये गये नियमों के अन्तर्गत अनुशंसित होंगे। वे अपना कार्यभार इस आदेश के प्रसारित किये जाने की तिथि से ३० दिन की अवधि में ग्रहण करें अन्यथा यह आदेश स्वतः समाप्त हो जावेगा।

वे उपस्थिति पत्रक के साथ जन्मतिथि प्रमाण पत्र, सिविल सर्जन का चिकित्सा प्रमाण पत्र तथा चरित्र प्रमाण पत्र भी प्रस्तुत करें।

कार्यपरिषद के आदेशानुसार,

२१.०६.१९९४
(डा० एस० वे० केंडे) कुसाविध 93/402

प्रति,

✓ डा० हेमन्त शर्मा,
- शास्त्री भवन - २० बी० रोड,
लक्ष्मीगंज, लखर ग्वालियर- ४७४००१ (म० प्र०)

प्रतिरिपि ::

- १- विभागाध्यक्ष, पुस्तकालय एवं सूचना विज्ञान अध्ययनशाला, जीवाजी विश्वविद्यालय ग्वालियर की और सूचना एवं आवश्यक कार्यवाही हेतु प्रेषित है।
- २- विस्तारधिकारी, जीवाजी विश्वविद्यालय, ग्वालियर की और सूचना एवं आवश्यक कार्यवाही हेतु प्रेषित है।
- ३- व्यक्तिगत पत्रावली।



Speed Post

F.No. 21-37/2020(DEB-I)

09 AUG 2021

August, 2021;

The Registrar
Jiwaji University
City Centre
Gwalior- 474 011
Madhya Pradesh

Jiwaji University
Gwalior
Inward No. 90855
Date 13/08/2021

Distance Edu.
13/8/2021

Sub: Commission decision on the appeal submitted by the HEI under Regulation 6 of Part II of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 for offering programmes in Open and Distance Learning mode from academic year 2020-21, session beginning July, 2021 (Revised as November, 2021) to 2025-2026 (upto January, 2026 only) - regarding

Sir,

This is in continuation to the Commission Order of even number dated 24.03.2021 wherein the details of recognition status were communicated to **Jiwaji University, Madhya Pradesh**.

2. As per the provisions under Regulation 6 of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, the Higher Educational Institution had been provided an opportunity to submit an appeal along with requisite fee and documentary evidence for the programmes not recognised as per the UGC letter cited in above para, if any, within 30 days from the date of the communication of assessment sheet as mentioned in the said UGC letter.
3. The appeal alongwith documents submitted by the **Jiwaji University, Madhya Pradesh** have been placed before duly constituted Standing Appellate Committee in the virtual meeting held on 30/6/2021. The Standing Appellate Committee based on the appeal submitted alongwith documentary evidences, interaction with HEIs representatives and the provisions of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020; made recommendations for consideration of the Competent Authority/Commission.
4. Based on the recommendations of Standing Appellate Committee and its approval by Competent Authority/Commission, I am directed to issue this Order, thereby communicating the decision, on the appeal submitted by HEI for offering programmes in **Open and Distance Learning mode** from academic year 2020-21

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17/8/21

दूरस्थ शिक्षण संस्थान जीवाजी विश्वविद्यालय, ग्वालियर

CIQA समिति की बैठक दिनांक 21.03.2025 अपराह्न 03:00 बजे

// कार्यविवरण //

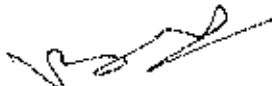
आज दिनांक 21.03.2025 को अपराह्न 03.00 बजे माननीय कुलगुरु महोदय की अध्यक्षता में CIQA समिति की बैठक सम्पन्न हुई जिसमें निम्नलिखित निर्णय लिये गये।

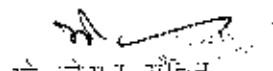
1. नये SLM तैयार करने पर चर्चा।

निर्णय:- SLM तैयार कराने के लिये नये टेंडर किये जाने हेतु अनुशंसा की गई।

2. संस्थान में अतिथि परामर्शदाता की नियुक्ति के संबंध में।

निर्णय:-परामर्शदाताओं की नियुक्ति के लिये नवीन विज्ञापन जारी किये जाने की अनुशंसा की गई।


प्रो. विक्रम बघट
सदस्य


प्रो. जे.एन. गौतन
सदस्य

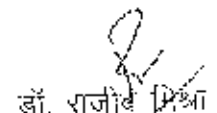

प्रो. शशिवंद रिसौदिया
सदस्य


प्रो. एस. एन. महापात्रा
सदस्य

प्रो. मनोज शर्मा
सदस्य

प्रो. आर.धापक
वाह्य विशेषज्ञ

प्रो. एम.पी. सिंह
वाह्य विशेषज्ञ


डॉ. राजीव मिश्रा
परीक्षा नियंत्रक


प्रो. हेमन्त सिंह
सदस्य (सचिव)

माननीय कुलगुरु महोदय को धन्यवाद ज्ञापित कर बैठक सम्पन्न हुई।


प्रो. राजकुमार आचार्य
कुलगुरु (अध्यक्ष)
Vice-Chancellor
Jwaji University
Gwalior 473011 (M.P.)

दूरस्थ शिक्षण संस्थान जीवाजी विश्वविद्यालय, ग्वालियर

CIQA समिति की बैठक दिनांक 14.07.2025 अपरान्ह 03:00 बजे

// कार्यविवरण //



आज दिनांक 14.07.2025 को अपरान्ह 03.00 बजे माननीय कुलगुरु महोदय की अध्यक्षता में CIQA समिति की बैठक सम्पन्न हुई जिसमें निम्नलिखित निर्णय लिये गये।

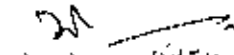
1. नये पाठ्यक को प्रारम्भ करने पर चर्चा।

निर्णय:— बी.एड. पाठ्यक्रम को प्रारम्भ करने के लिये चर्चा की गई।

2. सम्पर्क कक्षाओं में अध्यापन कार्य हेतु शिक्षकों पर चर्चा।

निर्णय:—सम्पर्क कक्षाओं में अध्यापन कार्य करने के लिये वि.वि. के नियमित शिक्षको एवं वि. वि. के सम्बद्धता महाविद्यालय के शिक्षकों द्वारा कराये जाने हेतु निर्णय लिखा गया।


प्रो. विवेक चावट
सदस्य


प्रो. जे.एन. शर्मा
सदस्य


प्रो. शालिनी सिसौनिया
सदस्य


प्रो. एम.एम. महापात्रा
सदस्य

प्रो. मनोज शर्मा
सदस्य

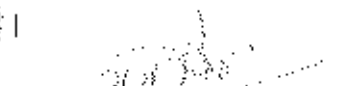
प्रो. आर.थापक
वाह्य विशेषज्ञ

प्रो. एम.पी. सिंह
वाह्य विशेषज्ञ


डॉ. राजनी मिश्रा
परीक्षा नियंत्रक


प्रो. हेमन्त कुमार
सदस्य (राजिव)

माननीय कुलगुरु महोदय को धन्यवाद ज्ञापित कर बैठक सम्पन्न हुई।


प्रो. राजकुमार आचार्य
कुलगुरु (अध्यक्ष)
Vice Chancellor
Jiwaji University
Gwalior 474011 (M.P.)

SCHOOL OF STUDIES IN DISTANCE EDUCATION, JIWAJI UNIVERSITY, GWALIOR

दूरस्थ शिक्षण अध्ययनशाला, जीवाजी विश्वविद्यालय, ग्वालियर (म०प्र०)

Prof. Hemant Sharma
Director



School of Studies in Distance
Education.
Jiwaaji University Campus.
City Center, Gwalior -- 474011 M.P.
India

दूरस्थ शिक्षण भवन
जीवाजी विश्वविद्यालय परिसर, सिटी सेंटर
ग्वालियर — 474011, म.प्र. भारत

संज्ञिका.....

दिनांक

प्रमाणीकरण

यह प्रमाणित किया जाता है, कि दूरस्थ शिक्षण संस्थान, का सभी प्रकार का
डाटा जीवाजी विश्वविद्यालय की वेबसाइट पर प्रदर्शित किया जाता है।

प्रो. हेमन्त शर्मा
निदेशक (ग्रामर)

DIRECTOR

Institute of Distance Education
Jiwaaji University Gwalior (M.P.)

Part-II: 2.1 Action taken on the functions of CIQA

It is certified that the Institute of Distance Education (IDE), Jiwaji University has fulfilled all the following requirements as per Centre for Internal Quality

Assurance (CIQA) functioning.

1	The IDE JU has maintained the quality in the services provided to the learners.
2	The self-evaluative and reflective exercises are undertaken for continual quality improvement in all the systems and processes of the IDE JU
3	The IDE JU has maintained quality in Learner experience and other key areas.
4	The curriculum, examination system and the degrees are at par with the conventional mode programme
5	The IDE JU has ensured the mechanisms are devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
6	The measures were suggested to the authorities of IDE JU towards qualitative improvement
7	The IDE JU, has implemented the recommendations of the committee members through periodic reviews.
8	The IDE JU, has implemented the recommendations of the committee members
9	The IDE JU has developed and collated best practices in all areas leading to quality enhancement in services to the learners
10	The complete record and data in terms of statistics have been maintained by IDE JU
11	The IDE JU has ensured that the Programme Project Report for each programme according to the norms and guidelines prescribed by the Commission
12	The IDE JU ensure the proper implementation of Programme Project Reports.
13	The IDE JU ensures the relevant records have been maintained and documented
14	IDE JU restructured of programmes in order to make them relevant to the job market.
15	IDE JU created learner centric environment and to bring about qualitative change
16	It is certified that the necessary steps were taken as a nodal coordinating unit for seeking accreditation from a designated body for accreditation such as NAAC
17	The necessary measures were adopted to ensure internalization and institutionalization quality enhancement practices
18	The necessary steps were taken to coordinate between IDE JU and the Commission for various quality related initiatives or guidelines.
19	The necessary information was obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
20	CIQA records its activities in the form of an Annual report
21	
22	IDE JU has overseen the functioning of Centre for Internal Quality Assurance and approved the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes.
23	Internal CIQA members hold several meetings time to time and discuss about the adoption and implementation of various Instructional design methodologies as decided by the Statutory bodies
24	IDE JU has promoted automation of learner support services.
25	External subject experts are involved in academic activities
26	Coordinated with third party auditing bodies for quality audit of programme(s)
27	The CIQA committee of the HEI is responsible for overseeing the preparation of Self-

	Appraisal Report which is submitted in Assessment and Accreditation agencies
28	CIQA has taken steps to promote collaboration, quality enhancement, and student support in various aspects of education.
29	IDE JU facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.

Certified By


(Prof. Hemant Sharma)

Institute of Distance Education
Jyoti University, Gandhinagar, Delhi-110008

Part -II: 2.2 Compliance of Quality Monitoring Mechanism

It is certified that the Institute of Distance Education (IDE), Jiwaji University has followed all the required compliance of Quality Monitoring Mechanism.

1	The IDE JU governed by UGC, DEB and JU rules and regulations.
2	The IDE JU has a clear vision, mission and strategy which are consistent with the goals of offering ODL programs
3	The IDE JU has maintained Proper mechanisms were adopted towards program development and approval processes.
4	The IDE JU has planned and executed the program monitoring and review system
5	The IDE JU has infrastructure resources
6	The IDE JU provides Learning Environment
7	The IDE JU, has the mechanism for the evaluation through various assessment and examinations
8	The contact classes have been organized for limited days to provide the students

Certified By


(Prof. Hemant Sharma)

DIRECTOR
Institute of Distance Education
Jiwaji University Gwalior (M.P.)

Part - II: 2.3 Compliance of Process of Internal Quality Audit

It is certified that the Institute of Distance Education (IDE), Jiwaji University has followed all the required compliance of process of Internal Quality Audit.

1	The IDE JU has appropriate academic planning procedure to ensure that the programs have high quality learners experience
2	The IDE JU has mechanism that its programmes are academically viable and the academic standards have been appropriately defined
3	The IDE JU has the monitoring, evaluation and enhancement plans

Certified By


(Prof. Hemant Sharma)

Director of Distance Education,
Jiwaji University, Jabalpur (M.P.)

PROGRAMME PROJECT REPORT (PPR)

Name of Programme	B.A
Programme's mission & objectives	Distance education, a developing educational delivery system, is an alternative to traditional classroom teaching. Distance education is intended primarily to meet the education needs of students who are not able to take regular classes at specific physical locations or are not able to abide by time line of regular courses. Distance education shifts the control over pace of learning to students. Additionally, distance education helps in blending their formal education with informal powerful experience. Further, the provision of counseling helps the learner groomed about the course undertaken by them. The Distance Education can play complement or substitute to regular education. It also serves as a mechanism to overcome generic problems of scarcity and exclusivity of traditional universities. The challenges before the open and distance learning system is that than the alternative system of education can contribute to the development of knowledge-based human resources rather than simply expand the existing educational system. School of Distance education is one of the flagship Institute of Jiwaji University, Gwalior, which was setup with an objective to provide need based courses via distance mode of education. It uses the University infrastructure and resources to offer quality distance education to the students that are from the catchment area of Jiwaji University. <u>Objectives</u> • To provide quality education, opportunity to youngsters, living in rural and remote areas, in order to prepare them for a constructive role in the knowledge based society. • To equip them in skill that is demanded by market driven society. • To provide an opportunity for professionals to enhance their academic qualifications.
Relevance of the program with HEP's Mission and Goals	Jiwaji University aims to lead the nation in research and education. University seek to do this in ways which benefit society on a national and a global scale. University strives to create knowledge, to open the minds of students to that knowledge, and to enable students to take best advantage of their educational opportunities. Jiwaji University embodies the spirit of excellence in teaching and research. Value creation through economic, social, and environmental development targeted to an increasingly global and multicultural world.
Nature of prospective target group of learners	Distance education is intended primarily to meet the educational needs of students who are not able to take regular classes at specific physical locations or are not able to abide by time-line of regular courses. Large number of students are in service and do not find time to carry out their studies as per the requirements of their job. A large number of such students form a group, which can make use of this system of education.
Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence	Students of different disciplines join services and Distance education definitely contribute to the development of knowledge-based human resources rather than simply being a mechanism to expand the existing educational system. Due to which, they are either unable to complete their education or upgrade it with time. Thus the programme offered through distance mode make them able to continue their education.


DIRECTOR
 Institute of Distance Education
 Jiwaji University Gwalior (M.P.)

PROGRAMME PROJECT REPORT (PPR)

Instructional Design	Distance education conduct the various activities for the learner's then as Time to time contact programmes, counselling to provide the knowledge of concern syllabus, and duration of programme. Personal Contact Programme provide students an opportunity for conceptual understanding of the courses and also for interacting and learning from other students. The empaneled faculty of School of Distance Education conducts these sessions. Personal contact program aim to include all or any of the following as per the session plan of the course: Conceptual discussion, Student Doubt clearing, Group activity/discussion.
Procedures for admissions, curriculum selection and evaluation	❖ The admission and other process completed by online (through MP-Online). MPOnline, a joint venture between TCS and MP Govt., has been engaged for online admission, examination form filling, online enrollment, result declaration, fee submission and others. ❖ The method adopted for evaluation of answer scripts, projects, assignments etc are; ▪ Internal Examiners appointed by the Hon'ble Vice-Chancellor evaluate assignments. ▪ The examiners appointed the Hon'ble Vice Chancellor evaluate the End Term Answer scripts centrally. ▪ Projects and Seminar Papers are evaluated by the External and Internal Examiners appointed by the Hon'ble Vice-Chancellor.
Provision of the library support and Resources	Distance education have own library & Laboratory. Sufficient number of books / reference books are available in the departmental library. Along with large size fully furnished reading rooms. The books are issued to the students, whenever they are needed. After the examinations are over, they return these books back to the library.
Duration of the programme and the fees	Each programme has nominal fixed fees (decided in such a way that every student can afford to pay) decided by the University time-to-time. Each candidate has to pay in addition to it, the university examination fees.
Assurance of quality and programme standards	The students are examined by the university along with the regular student. The paper setting and answer book evaluation process is conducted by the university. The qualified university and college teachers of concern subject also evaluate the assignments submitted by the students. Contact classes are arranged to make students aware about the syllabus and types of questions to be asked in the examination. Thus, it is expected that the student gets equipped with adequate knowledge while completing the course.


DIRECTOR
 Institute of Distance Education
 Jiwaji University Gwalior (M.P.)

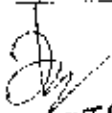
PROGRAMME PROJECT REPORT (PPR)

	Name of Programme	M.A.(HISTORY)
A	Programme's mission & objectives	Distance education, a developing educational delivery system, is an alternative to traditional classroom teaching. Distance education is intended primarily to meet the educational needs of students who are not able to take regular classes at specific physical locations or are not able to abide by time-line of regular courses. Distance education shifts the control over pace of learning to students. Additionally, distance education helps in blending their formal education with informal powerful experience. Further, the provision of counseling helps the learner groomed about the course undertaken by them. The Distance Education can play complement or substitute to regular education. It also serves as a mechanism to overcome generic problems of scarcity and exclusivity of traditional universities. The challenges before the open and distance learning system is that, than the alternative system of education can contribute to the development of knowledge-based human resources rather than simply expand the existing educational system. School of Distance education is one of the flagship institute of Jiwaji University, Gwalior, which was setup with an objective to provide need based courses via distance mode of education. It uses the University infrastructure and resources to offer quality distance education to the students that are from the catchment area of Jiwaji University. Objectives • To provide quality education, opportunity to youngsters, living in rural and remote areas, in order to prepare them for a constructive role in the knowledge based society. • To equip them in skill that is demanded by market driven society. • To provide an opportunity for professionals to enhance their academic qualifications.
B	Relevance of the program with HEI's Mission and Goals	Jiwaji University aims to lead the nation in research and education. University seek to do this in ways which benefit society on a national and a global scale. University strives to create knowledge, to open the minds of students to that knowledge, and to enable students to take best advantage of their educational opportunities. Jiwaji University embodies the spirit of excellence in teaching and research. Value creation through economic, social, and environmental development targeted to an increasingly global and multicultural world.
C	Nature of prospective target group of learners	Distance education is intended primarily to meet the educational needs of students who are not able to take regular classes at specific physical locations or are not able to abide by time-line of regular courses. Large number of students are in service and do not find time to carry out their studies as per the requirements of their job. A large number of such student form a group, which can make use of this system of education.
D	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence	Students of different disciplines join services and Distance education definitely contribute to the development of knowledge based human resources rather than simply being a mechanism to expand the existing educational system. Due to which, they are either unable to complete their education or upgrade it with time. Thus the programme offered through distance mode make them able to continue their education.


DIRECTOR
 Institute of Distance Education
 Jiwaji University Gwalior (M.P.)

PROGRAMME PROJECT REPORT (PPR)

Instructional Design	Distance education conduct the various activities for the Learner's then as Time to time contact programmes, counseling to provide the knowledge of concern syllabus, and duration of programme. Personal Contact Programme provide students an opportunity for conceptual understanding of the courses and also for interacting and learning from other students. The empaneled faculty of School of Distance Education conducts these sessions. Personal contact program aim to include all or any of the following as per the session plan of the course : Conceptual discussion, Student Doubt clearing, Group activity/discussion.
Procedure for admissions, curriculum transaction and evaluation	❖ The admission and other process completed by online (though MP-Online). MPonline, a joint venture between TCS and MP Govt. has been engaged for online admission, examination form filling, online enrolment, result declaration, fee submission and others. ❖ The method adopted for evaluation of answer scripts, projects, assignments etc are; • Internal Examiners appointed by the Hon'ble Vice Chancellor evaluate assignments • The examiners appointed the Hon'ble Vice-Chancellor evaluate the End Term Answer scripts centrally. • Projects and Seminar Papers are evaluated by the External and Internal Examiners appointed by the Hon'ble Vice-Chancellor.
Requirement of the laboratory support and Library Resources	Distance education have own library & Laboratory. Sufficient number of books / reference books are available in the departmental library. Along with large size fully furnished reading rooms. The books are issued to the students, whenever they are needed. After the examinations are over, they return these books back to the library.
Cost estimate of the programme and the provisions	Each programme has nominal fixed fees (decided in such a way that every student can afford to pay) decided by the University time-to time. Each candidate has to pay in addition to it, the university examination fees.
Quality assurance mechanism and expected programme outcomes	The students are examined by the university along with the regular student. The paper setting and answer book evaluation process is conducted by the university. The qualified university and college teachers of concern subject also evaluate the assignments submitted by the students. Contact classes are arranged to make students aware about the syllabus and types of questions to be asked in the examination. Thus, it is expected that the student gets equipped with adequate knowledge while completing the course.


DIRECTOR
 Institute of Distance Education
 Jiwaji University Gwalior (M.P.)

PROPRAMME PROJECT REPORT (PPR)

me of Programme	M.A.(GEOGRAPHY)
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propriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence	Students of different disciplines join services and Distance education definitely contribute to the development of knowledge-based human resources rather than simply being a mechanism to expand the existing educational system. Due to which, they are either unable to complete their education or upgrade it with time. Thus the programme offered through distance mode make them able to continue their education.


DIRECTOR
 Institute of Distance Education
 Jiwaji University Gwalior (M.P.)

PROGRAMME PROJECT REPORT (PPR)

E	Instructional Design	Distance education conduct the various activities for the learner's then as Time to time contact programmes, counseling to provide the knowledge of concern syllabus, and duration of programme. Personal Contact Programme provide students an opportunity for conceptual understanding of the courses and also for interacting and learning from other students. The empaneled faculty of School of Distance Education conducts these sessions. Personal contact program aim to include all or any of the following as per the session plan of the course : Conceptual discussion, Student Doubt clearing, Group activity/discussion.
F	Procedure for admissions, curriculum transaction and evaluation	❖ The admission and other process completed by online (through MP-Online). MPonline, a joint venture between TCS and MP Govt. has been engaged for online admission, examination form filling, online enrollment, result declaration, fee submission and others. ❖ The method adopted for evaluation of answer scripts, projects, assignments etc are; ▪ Internal Examiners appointed by the Hon'ble Vice-Chancellor evaluate assignments. ▪ The examiners appointed the Hon'ble Vice-Chancellor evaluate the End Term Answer scripts centrally. ▪ Projects and Seminar Papers are evaluated by the External and Internal Examiners appointed by the Hon'ble Vice-Chancellor.
G	Requirement of the laboratory support and Library Resources	Distance education have own library & Laboratory. Sufficient number of books / reference books are available in the departmental library. Along with large size fully furnished reading rooms. The books are issued to the students, whenever they are needed. After the examinations are over, they return these books back to the library.
H	Cost estimate of the programme and the provisions	Each programme has nominal fixed fees (decided in such a way that every student can afford to pay) decided by the University time-to-time. Each candidate has to pay in addition to it, the university examination fees.
I	Quality assurance mechanism and expected programme outcomes	The students are examined by the university along with the regular student. The paper setting and answer book evaluation process is conducted by the university. The qualified university and college teachers of concern subject also evaluate the assignments submitted by the students. Contact classes are arranged to make students aware about the syllabus and types of questions to be asked in the examination. Thus, it is expected that the student gets equipped with adequate knowledge while completing the course.


DIRECTOR
 Institute of Distance Education
 Jiwaji University Gwalior (M.P.)

PROPRAMME PROJECT REPORT (PPR)

Name of Programme	M.A. (DRAWING PAINTING)
Programme's mission & objectives	Distance education, a developing educational delivery system, is an alternative to traditional classroom teaching. Distance education is intended primarily to meet the education needs of students who are not able to take regular classes at specific physical locations or are not able to abide by time-line of regular courses. Distance education shifts the control over pace of learning to students. Additionally, distance education helps in blending their formal education with informal powerful experience. Further, the provision of counseling helps the learner grounded about the course undertaken by them. The Distance Education can play complement or substitute to regular education. It also serves as a mechanism to overcome generic problems of scarcity and exclusivity of traditional universities. The challenges before the open and distance learning system is that than the alternative system of education can contribute to the development of knowledge-based human resources rather than simply expand the existing educational system. School of Distance education is one of the flagship Institute of Jiwaji University, Gwalior, which was setup with an objective to provide need based courses via distance mode of education. It uses the University infrastructure and resources to offer quality distance education to the students that are from the catchment area of Jiwaji University. Objectives • To provide quality education, opportunity to youngsters, living in rural and remote areas, in order to prepare them for a constructive role in the knowledge based society. • To equip them in skill that is demanded by market driven society. • To provide an opportunity for professionals to enhance their academic qualifications.
Relevance of the program with HEI's Mission and Goals	Jiwaji University aims to lead the nation in research and education. University seek to do this in ways which benefit society on a national and a global scale. University strives to create knowledge, to open the minds of students to that knowledge, and to enable students to take best advantage of their educational opportunities. Jiwaji University embodies the spirit of excellence in teaching and research. Value creation through economic, social, and environmental development targeted to an increasingly global and multicultural world.
Nature of prospective target group of learners	Distance education is intended primarily to meet the educational needs of students who are not able to take regular classes at specific physical locations or are not able to abide by time-line of regular courses. Large number of students are in service and do not find time to carry out their studies as per the requirements of their job. A large number of such student form a group, which can make use of this system of education.
Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence	Students of different disciplines join services and Distance education definitely contribute to the development of knowledge-based human resources rather than simply being a mechanism to expand the existing educational system. Due to which, they are either unable to complete their education or upgrade it with time. Thus the programme offered through distance mode make them able to continue their education.

DIRECTOR
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PROGRAMME PROJECT REPORT (PPR)

Instructional Design	Distance education conduct the various activities for the learner's then as Time to time contact programmes, counseling to provide the knowledge of concern syllabus, and duration of programme. Personal Contact Programme provide students an opportunity for conceptual understanding of the courses and also for interacting and learning from other students. The empaneled faculty of School of Distance Education conducts these sessions. Personal contact program aims to include all or any of the following as per the session plan of the course : Conceptual discussion, Student Doubt clearing, Group activity/discussion.
Procedure for admissions, curriculum transaction and evaluation	❖ The admission and other process completed by online (through MP-Online). MPonline, a joint venture between TCS and MP Govt. has been engaged for online admission, examination form filling, online enrollment, result declaration, fee submission and others. ❖ The method adopted for evaluation of answer scripts, projects, assignments etc are; • Internal Examiners appointed by the Hon'ble Vice-Chancellor evaluate assignments. • The examiners appointed the Hon'ble Vice-Chancellor evaluate the End Term Answer scripts centrally. • Projects and Seminar Papers are evaluated by the External and Internal Examiners appointed by the Hon'ble Vice-Chancellor.
Requirement of the laboratory support and Library Resources	Distance education have own library & Laboratory. Sufficient number of books / reference books are available in the departmental library. Along with large size fully furnished reading rooms. The books are issued to the students, whenever they are needed. After the examinations are over, they return these books back to the library.
Cost estimate of the programme and the provisions	Each programme has nominal fixed fees (decided in such a way that every student can afford to pay) decided by the University time-to-time. Each candidate has to pay in-addition to it, the university examination fees.
Quality assurance mechanism and expected programme outcomes	The students are examined by the university along with the regular student. The paper setting and answer book evaluation process is conducted by the university. The qualified university and college teachers of concern subject also evaluate the assignments submitted by the students. Contact classes are arranged to make students aware about the syllabus and types of questions to be asked in the examination. Thus, it is expected that the student gets equipped with adequate knowledge while completing the course.


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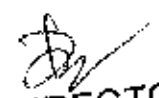
PROGRAMME PROJECT REPORT (PPR)

Name of Programme	M.Lib & Inf. Sc.
Programme's mission & objectives	Distance education, a developing educational delivery system, is an alternative to traditional classroom teaching. Distance education is introduced primarily to meet the education needs of students who are not able to take regular classes at specific physical locations or are not able to abide by time-line of regular courses. Distance education shifts the control over pace of learning to students. Additionally, distance education helps in blending their formal education with informal powerful experience. Further, the provision of counseling helps the learner groomed about the course undertaken by them. The Distance Education can play complement or substitute to regular education. It also serves as a mechanism to overcome generic problems of scarcity and exclusivity of traditional universities. The challenges before the open and distance learning system is that than the alternative system of education can contribute to the development of knowledge-based human resources rather than simply expand the existing educational system. School of Distance education is one of the flagship Institute of Jiwaji University, Gwalior, which was setup with an objective to provide need based courses via distance mode of education. It uses the University infrastructure and resources to offer quality distance education to the students that are from the catchment area of Jiwaji University. Objectives • To provide quality education, opportunity to youngsters, living in rural and remote areas, in order to prepare them for a constructive role in the knowledge based society. • To equip them in skill that is demanded by market driven society. • To provide an opportunity for professionals to enhance their academic qualifications.
B Relevance of the program with IIEF's Mission and Goals	Jiwaji University aims to lead the nation in research and education. University seek to do this in ways which benefit society on a national and a global scale. University strives to create knowledge, to open the minds of students to that knowledge, and to enable students to take best advantage of their educational opportunities. Jiwaji University embodies the spirit of excellence in teaching and research. Value creation through economic, social, and environmental development targeted to an increasingly global and multicultural world.
C Nature of prospective target group of learners	Distance education is intended primarily to meet the educational needs of students who are not able to take regular classes at specific physical locations or are not able to abide by time line of regular courses. Large number of students are in service and do not find time to carry out their studies as per the requirements of their job. A large number of such student form a group, which can make use of this system of education.
D Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence	Students of different disciplines join services and Distance education definitely contribute to the development of knowledge-based human resources rather than simply being a mechanism to expand the existing educational system. Due to which, they are either unable to complete their education or upgrade it with time. Thus the programme offered through distance mode make them able to continue their education.


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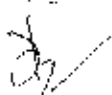
PROGRAMME PROJECT REPORT (PPR)

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Requirement of the laboratory support and Library Resources	Distance education have own library & Laboratory. Sufficient number of books / reference books are available in the departmental library. Along with large size fully furnished reading rooms. The books are issued to the students, whenever they are needed. After the examinations are over, they return these books back to the library.
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Quality assurance mechanism and expected programme outcomes	The students are examined by the university along with the regular student. The paper setting and answer book evaluation process is conducted by the university. The qualified university and college teachers of concern subject also evaluate the assignments submitted by the students. Contact classes are arranged to make students aware about the syllabus and types of questions to be asked in the examination. Thus, it is expected that the student gets equipped with adequate knowledge while completing the course.


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PROPRAMME PROJECT REPORT (PPP)

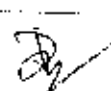
	Name of Programme	B.Com
A	Programme's mission & objectives	Distance education, a developing educational delivery system, is an alternative to traditional classroom teaching. Distance education is intended primarily to meet the education needs of students who are not able to take regular classes at specific physical locations or are not able to abide by time-line of regular courses. Distance education shifts the control over pace of learning to students. Additionally, distance education helps in blending their formal education with informal powerful experience. Further, the provision of counseling helps the learner groomed about the course undertaken by them. The Distance Education can play complement or substitute to regular education. It also serves as a mechanism to overcome generic problems of scarcity and exclusivity of traditional universities. The challenges before the open and distance learning system is that than the alternative system of education can contribute to the development of knowledge-based human resources rather than simply expand the existing educational system. School of Distance education is one of the flagship institute of Jiwaji University, Gwalior, which was setup with an objective to provide need based courses via distance mode of education. It uses the University infrastructure and resources to offer quality distance education to the students that are from the catchment area of Jiwaji University. Objectives • To provide quality education, opportunity to youngsters, living in rural and remote areas, in order to prepare them for a constructive role in the knowledge based society. • To equip them in skill that is demanded by market driven society. • To provide an opportunity for professionals to enhance their academic qualifications.
B	Relevance of the program with HEI's Mission and Goals	Jiwaji University aims to lead the nation in research and education. University seek to do this in ways which benefit society on a national and a global scale. University strives to create knowledge, to open the minds of students to that knowledge, and to enable students to take best advantage of their educational opportunities. Jiwaji University embodies the spirit of excellence in teaching and research. Vision creation through economic, social, and environmental development targeted to an increasingly global and multicultural world.
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D	Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence	Students of different disciplines join services and Distance education definitely contribute to the development of knowledge-based human resources rather than simply being a mechanism to expand the existing educational system. Due to which, they are either unable to complete their education or upgrade it with time. Thus the programme offered through distance mode make them able to continue their education.


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**JIWAJI UNIVERSITY, GWALIOR****24268253**NAAC Accredited A⁺⁺ Grade**GRADE SHEET****1102067**

Name of the Institute : STUDY CENTER OF DISTANCE EDUCATION, JIWAJI UNIV., GWALIOR

Address of Institute : GWALIOR

Name of the Programme : B.A. FIRST YEAR (DISTANCE) CERTIFICATE COURSE (NEP) EXAM. MAR. 2024

Batch :	2023-2026	ABC ID :	400264490230
Enrollment No :	R23010604	Roll No :	233000819
Name of the Student :	HARI SINGH CHOUHAN	Examination :	MAR-2024
Father's/Husband Name :	BAHADUR SINGH CHOUHAN	Mother's Name :	PREM KANWAR

Course Code	Course Title	Max Marks	Obt. Marks	Max Credits	Grade	Grade Point	Earned Credit	Credit Points
22033	IDEA OF BHARAT	100	67	6	B+	7	6	42
22034	HISTORY OF ANCIENT INDIA (FROM EARLY TO 1205 AD)	100	65	6	B+	7	6	42
22047	INDIAN CONSTITUTION	100	76	6	A	8	6	48
22064	BASIC CONCEPTS OF SOCIOLOGY	100	70	6	A	8	6	48
22285	PERSONALITY DEVELOPMENT	100	67	1	B+	7	1	7
22285P	PERSONALITY DEVELOPMENT -PR	100	80	3	A+	9	3	27
22257	I-LANGUAGE AND CULTURE	100	76	4	A	8	4	32
22257	II-ENGLISH LANGUAGE AND INDIAN CULTURE	100	76	4	A	8	4	32
22259	III-ENVIRONMENTAL STUDIES	100	60	4	B+	7	4	28
22259	II-YOGA & MEDITATION (I.C.)	100	60	4	B+	7	4	28
22261P	FIELD PROJECTS	100	63	4	B+	7	4	28
TOTAL				40				302
		AGPA				7.55		

* Grade in Repeat Examination.

YEAR	FIRST
TOTAL CREDITS	40
OBTAINED CREDITS	40
ADDITIONAL CREDITS	NIL
AGPA	7.55
ATTEMPT	1
RESULT	PASS

Total Credit	CGPA	Equivalent Percentage	Division

AGPA : Annual Grade Point Average.

CGPA : Cumulative Grade Point Average Equivalent Percentage = CGPA x 10

08/01/2025
Jiwaji Vihar, Gwalior - 474011

Examination Date :

Checker Sign

Asst./Dy. Registrar (Exam)

Roll No. 181227356

Serial No. 0576781



प्रमाणित किया जाता है कि
This is to certify that

Anshuman Chhavi

को निर्धारित पाठ्यक्रमों को पूरा करने और
after having passed the prescribed courses of study in the

2021

की परीक्षा उत्तीर्ण करने पर
examination is hereby awarded the Degree of

Bachelor of Arts

की उपाधि प्रदान की जाती है।

श्रेणी / Division *First*

(Printed Name of)
Candidate (A.P.)

Dated : 05.02.2022

Issued on 25 AUG 2025

(Signature)
कुलपति
Vice Chancellor